

# ***Order for Optional Scoring Services***

## **SOUTH DAKOTA *Writing Assessment***

### **Spring 2009—Grades 5, 7 and 10**

**ALL Districts must complete the *Order for Optional Scoring Services (OSS)* form.**

Attach the completed OSS form to the *Master File Sheet* and return in Box 1 of your shipment of scorable student response booklets. Retain a photocopy for your records.

**District Name:** \_\_\_\_\_

#### **OPTIONAL SCORING SERVICES for the South Dakota *Writing Assessment*:**

- ☐ **YES**—Mark this box if you are ordering optional scoring services or reports.  
Select optional scoring services and/or reports on back page.
- ☐ **NO**—Mark this box if you are NOT ordering optional scoring services or reports.  
No further information is required except the District name above.

#### **DISTRICT INFORMATION:**

( ) \_\_\_\_\_  
Phone Number

\_\_\_\_\_

District Test Coordinator

\_\_\_\_\_

Name of School District

\_\_\_\_\_

Street Address (No P.O. Box Number Please)

\_\_\_\_\_

City State Zip

#### **SEND INVOICE TO:**

\_\_\_\_\_

Name of School District

\_\_\_\_\_

Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

Purchase Order Number\*

\_\_\_\_\_

Authorized Signature Date

**Attach the completed OSS form to the *Master File Sheet* and place in Box 1 of your shipment of scorable materials. All scorable student response booklets for grades 5, 7 and 10 must be included in one shipment in order to prevent possible delays in processing.**

<b>For Scoring Center Use</b>	Receiving Number	Order Number		Date Received
	Testing Program	Est. N-Count	Edit Number	Cart Number

**Mark the appropriate box(es) for the optional scoring services or reports ordered.**

<input type="checkbox"/> <b>Add Holistic Scoring - \$7.02 per student</b> For Districts that wish to have their student response documents scored Holistically in addition to the Analytic scoring provided for the South Dakota <i>Writing Assessment</i> Program. <b>Cost will be assessed directly to the district.</b>
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<input type="checkbox"/> <b>Student Data (DISK) (IBM Format)</b> Diskette 1.4 MB <b>\$1.30 per student</b>  <input type="checkbox"/> <b>Summary Data (SUMD) (IBM Format)</b> Diskette 1.4 MB CD ROM <b>\$1.30 per student</b>  <input type="checkbox"/> <b>Return of Response Booklets</b> Un-collated-First 1000 documents <b>\$35.00</b> Each additional 1000 documents <b>\$15.00</b> Collating Charge <b>\$0.90 per student</b>	<input type="checkbox"/> <b>Additional Master List of Test Results (MLTS) \$0.95 per student</b>  <input type="checkbox"/> <b>Additional Student Report (SR) \$1.70 per student</b>  <input type="checkbox"/> <b>Additional Report Label (LABL) \$1.05 per student</b>  <b>Additional Master List Summary (MLTS)</b> <input type="checkbox"/> by Class <b>\$0.85 per student</b> <input type="checkbox"/> by School <b>\$0.85 per student</b> <input type="checkbox"/> by District <b>\$0.85 per student</b>
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<p><b>If you have any questions please contact the Scoring Hotline at (800) 328-5999.</b>          When ordering Optional Scoring Services, the Scoring Center requires a Purchase Order number or an authorizing signature before reports can be released.</p>
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